

WEBEL TECHNOLOGY LIMITED

CORRIGENDUM – I

TENDER NO. WTL/DSA/DIG/23-24/059 DATED 19.01.2024

Sl. No.	Section No.	Page / Clause No.	Existing Clause Description	Clarification / Revised clause
1.	SECTION - A	Page No.: 8, Sl. No. 7.	<p>Indexing / Metadata Entry of Legacy Records, Files and Documents Indexing / Metadata to be carried out after completion of Quality check of the file. Pre-defined excel sheet with hyperlinks will be provided to Bidders to capture certain important documents page number in the scanned file so that the user can directly access particular documents which are in the scanned file. Page number to be captured from the scanned file maintained during page numbering on the Index sheet against the document name. Metadata entry comprises of capturing of data of requisite fields by viewing the files used for scanning. Metadata entry includes the following process</p> <ul style="list-style-type: none"><input type="checkbox"/> Fields for Metadata Entry will be provided by the customer.<input type="checkbox"/> Bidder(s) shall carry out data entry in English in the pre-defined excel provided for Metadata Entry.<input type="checkbox"/> Metadata entry facility should be fully equipped with the required computers with basic software, storage devices, etc for un-interrupted execution of the project by the Bidder(s).<input type="checkbox"/> Bidder(s) should ensure Metadata Entry field is captured based on the data searched from the scanned file.<input type="checkbox"/> All fields in the Metadata Entry sheet are to be captured.<input type="checkbox"/> Bidder(s) should ensure that Metadata Entry should be carried out from the scanned images captured. In case of erroneous data captured State Archives will reject the Metadata Entry and Bidder(s) will have to re do the Metadata Entry without any extra cost.	<p>Indexing / Metadata Entry of Legacy Records, Files and Documents Indexing / Metadata to be carried out after completion of Quality check of the file. Pre-defined excel sheet with hyperlinks will be provided to Bidders to capture certain important documents page number in the scanned file so that the user can directly access particular documents which are in the scanned file. Page number to be captured from the scanned file maintained during page numbering on the Index sheet against the document name. Metadata entry comprises of capturing of data of requisite fields by viewing the files used for scanning. Metadata entry includes the following process</p> <ul style="list-style-type: none"><input type="checkbox"/> Fields for Metadata Entry will be provided by the customer. (File subject in one line, Total numbers of exposures & Department name and year)<input type="checkbox"/> Bidder(s) shall carry out data entry in English in the pre-defined excel provided for Metadata Entry.<input type="checkbox"/> Metadata entry facility should be fully equipped with the required computers with basic software, storage devices, etc for un-interrupted execution of the project by the Bidder(s).<input type="checkbox"/> Bidder(s) should ensure Metadata Entry field is captured based on the data searched from the scanned file.<input type="checkbox"/> All fields in the Metadata Entry sheet are to be captured.<input type="checkbox"/> Bidder(s) should ensure that Metadata Entry should be carried out from the scanned images captured. In case of erroneous data captured State Archives will reject the Metadata Entry and Bidder(s) will have to re do the Metadata Entry without any extra cost.

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2.	SECTION - A	Page No.: 9, Sl. No.14	<p style="text-align: center;">General Instruction</p> <p>Working time will be allowed in two shifts from 8.00 AM to 10.00 PM at both the premises of State Archives.</p>	<p style="text-align: center;">General Instruction</p> <p>Working time will be allowed in two shifts from 9.00 AM to 10.00 PM (consider 6 working days per week) at both the premises of State Archives.</p>
3.	SECTION - B	Page No.: 13, Sl. No.4	<p>The bidder shall have executed "Similar Nature" of single order for an amount not less than Rs.50.00 lakhs or two orders for an amount of total not less than Rs.60.00 lakhs in last three financial years (considering FY – 2020-21, 2021-22, 2022-23) in Government Department / PSU / Autonomous Body under Govt. of West Bengal. References order copy, installation certificate copy, payment certificate copy depicting deduction made if any for the project to be provided.</p>	<p>The bidder shall have executed "Similar Nature" of single order for an amount not less than Rs.50.00 lakhs or two orders for an amount of total not less than Rs.60.00 lakhs in last three financial years (considering FY – 2020-21, 2021-22, 2022-23) in Government Department / PSU / Autonomous Body under Govt. of West Bengal. References order copy, Completion certificate copy, payment certificate copy depicting deduction made if any for the project to be provided.</p>
4.	SECTION - B	Page No.: 13, Sl. No.2	<p>The bidder should have their presence in Kolkata with own office for minimum period of five continuous years. Valid proof should be submitted along with the bid.</p>	<p>The bidder should have their presence in Kolkata or within West Bengal with own office for minimum period of five continuous years. Valid proof should be submitted along with the bid.</p>
5.	SECTION - F	Page No. 28 to 32	<p>Revised SECTION – F is enclosed.</p>	

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SECTION – F

TECHNO COMMERCIAL EVALUATION & AWARDING OF CONTRACT

1. Technical Evaluation Criteria

- Technical proposal of the only that bidders will be evaluated who meets all the prequalification criteria.
- The evaluation committee will evaluate the Technical Proposals on the basis of the technical evaluation criterion as provided below.

Sl. No.	Criteria / Sub Criteria	Description	Point System	Max Criteria / Sub Criteria Marks	Form to be used / Supporting Documents to be submitted by Bidder(s)
1.	Past Experience of the Bidder / Organization			40	
a.	Scanning and Digitization Turnover	Average Annual Turnover from Scanning through face up scanner, Digitization and Image Editing related business in last 3 financial years	<ul style="list-style-type: none">• \geq Rs 10-lakh - 10 Point• Else 0 Point	10	A certified document by the Chartered Accountant stating the Scanning and Digitization Turnover of the Bidder has to be submitted.
b.	Scanning Volume	Aggregate scanning volume of the completed projects with certification in Government / Public Sector / large corporate organizations in last 2 years till date	<ul style="list-style-type: none">• \geq 50 Lakhs. images - 10 Point• $>$ 30 lakhs images - 5 Point• $>$ 20 lakhs images - 1 Point.• Else 0 point.	10	Completion certificate issued by Customer
c.	Scanning of old records	Scanning of very old, Brittle records and Archival documents	<ul style="list-style-type: none">• Document age $>$ 200 years - 5 Marks• $>$ 100 years - 4 Point• Else 0 Point	5	Evidences / self-declaration to be submitted (based on customer certificate stating documents age or document age reflected in PO or completion certificate).
d.	Image Enhancement Work	Successfully done Image enhancement work in digitization project	<ul style="list-style-type: none">• Done - 5 points• Else 0 point	5	Copy of Declaration or Completion certificate issued by the customer stating image enhancement work has been carried out by the

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					Bidder.
e.	Digitization of Archival Records	Successfully digitized Archival Records of State Archives / National Archives	<ul style="list-style-type: none"> • Done for State / National Archives – 10 • Done for any other Govt / PSU Archives – 3 	10	Copy of work order / invoice / completion certificate to be submitted to this effect.
2.	Solution proposed for scanning and image editing. Work Plan approach and proposed methodology			35	
a.	Proposed Solution: Requirements addressed as mentioned in different parts of the RFP and quality of the solution addressed as mentioned in different parts of the RFP and quality of the solution	<ul style="list-style-type: none"> • Understanding of the project requirements • Solution conceptualized for this project • Quality control procedure • No of Manpower to be deployed • No of Scanners deployed • Plan for meeting the SLA norms • Redundancy and failover options • Associated risk / problem and plans for mitigation and technical approach to address them • Submitted Sample .JPEG files of any old and brittle document, as per required specification 		25	<p>1. POC (Proof of concept) of total digitization process of Archival records lying in the Custody of Directorate of State Archives, GoWB. POC will be held at the Directorate. Bidders should carry their high-end book scanner for POC.</p> <p>2. Detailed write up to be submitted through PowerPoint presentation about understanding of the project involved in the end customer premises. Also submit 2 or 3 pages of final edited jpeg files as per required specification after POC of any old and brittle original document.</p>
b.	Proposed Approach and methodology: Project Management and detailed work plan	<ul style="list-style-type: none"> • The overall project management approach adopted by the bidder to implement the project to meet the timeline. • Evaluation will be based on the detailed Project plan including day wise, week wise activities with work breakdown 			

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		structures, project estimates and milestones etc.			
c.	Resource Deployment	<ul style="list-style-type: none"> • Qualification / relevant certification and experience of the People involved • Scanners Type, Make, model, specification, speed and output quality 	<ul style="list-style-type: none"> • Qualification / relevant certification and experience of the People involved • Scanners Type, Make, model, specification, speed and output quality 	10	CVs of Project Manager and Key persons / supervisors, showing experience and qualification. High End Book Scanner Make and Model No, Qty to be deployed, specification
3.	Organizational Strength			25	
a	Turn Over	• Bidder average turnover in the 3 last financial years	<ul style="list-style-type: none"> • >= Rs 1 Cr - 10 Point, • Else 0 point 	10	A certified document by the Chartered Accountant stating the annual Turnover of the Bidder has to be submitted.
b	ISO 9001 / ISO 27001 Certificate	Bidder ISO 9001 or ISO 27001 certified and valid on date of submission.	<ul style="list-style-type: none"> • Yes - 5-point, • Else 0 point 	5	Copy of ISO certificate
c	Office in West Bengal	Operations in In West Bengal as on 31.12.2023	<ul style="list-style-type: none"> • >5 Years- 5 Point, • Else 0 point 	5	Certificate of Incorporation
d	Ownership of High-End Book Scanners	Bidder having High End Books Scanners (not hired) as their own capital equipment	>Total no. of scanners of desired specification to be deployed as per write up, = 5 points, else proportionate marks	5	Self-Declaration to be submitted, mention quantity, year of purchase, make and model no. of equipment.

Note: 1. For sl no 1, the Completion Certificate of the projects need to be provided (issued to the responding Bidder by the respective customers).

2. For sl no 1, The value / quantity of pages of the projects considered in the above criterion would be based on the Purchase Order issued to the responding firm. In absence of the supporting documents, the projects would not be considered for evaluation.

3. For sl no 2, Evaluation based on Write up and supporting documents in the Technical Proposal.

2. Technical Bid Evaluation

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- As part of the Technical Evaluation, in the first step, the Technical Bids will be examined to ascertain responsiveness of the technical bids with the General Terms and Conditions of the Contract and Technical Requirements & Scope of Work as defined in the RFP.
- In the second step, the Technical Evaluation of the responses of the Bidders will be evaluated, based on technical criteria set in this Bid Document.
- The Technical evaluation shall involve: - Document-based evaluation of the Technical Bids
- Based on the 'Evaluation Parameters' as tabulated above, the bidder's technical proposal shall be evaluated. For the purpose of detailed technical evaluation, technical marks shall be awarded based on the detailed evaluation criteria. The technical marks shall then be converted into Technical Score (ST) in percentage. 1 Technical mark corresponds to 1 Technical Score in percentage. Technical Score (ST) in percentage shall be computed for each bid. It is mandatory for Bidders to secure minimum qualifying score of 70% (70 points out of 100), out of the maximum Technical Score in order to be shortlisted as a Technically Qualified Bidder (TQB) and for further evaluation in subsequent stages, namely, commercial bid evaluation.

3. Opening of Commercial Bids:

The Purchaser will open the Commercial Bids of only Technically Qualified Bidders (TQB).

4. Commercial Bid Evaluation

- The Financial Bids of technically qualified bidders (i.e. above 70 marks) will be opened on the prescribed date.
- The commercial evaluation would be based on L1, i.e. the bidder with the least commercial quote shall be eligible for award of contract. However, the job contract may be awarded to more than one eligible party at L1 rate. The distribution of quantities will be, if two parties are awarded, then at the ratio of 70:30 (70% quantity to L1 bidder), if three parties are awarded, L1 bidder will get 50% quantity and remaining between other two parties in inverse ratio of their quoted price. If L2 bidder does not accept L1 rate then L3 bidder will be asked, so on.
- Only fixed price financial bids indicating total price for all the deliverables and services specified in this bid document will be considered.
- The bid price considered should be 'excluding' taxes. GST to be charged as applicable at the time of the Invoice.
- Any conditional bid would be rejected.
- Errors & Rectification: Arithmetical errors will be rectified on the following basis: "If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail and the total price shall be corrected. If there is a discrepancy between words and figures, the amount in words will prevail".
- If there is no price quoted for certain material or service, the bid shall be declared as disqualified.
- The Total Bid Price, as computed by the Purchaser shall be used for the purpose of commercial evaluation of bids.

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- In the event that there are 2 or more bidders having the same value in the financial bid, the bidder securing the highest technical score will be adjudicated as the “Best responsive bid” for award of the Project.

5. Awarding of Contract

An affirmative Post Qualification determination will be prerequisite for award of the contract to the most overall responsive bidder. A negative determination will result in rejection of bidder’s bid, in which event the WTL will proceed to the next lowest evaluated bidder to make a similar determination of that bidder’s capability to perform satisfactorily. WTL will award the contract to the successful bidder whose bid has been determined to be substantially responsive after final negotiation may held with the most responsive bidder, if required. This is a turnkey job in a nature, so bidder(s) to quote all the items mentioned in the tender document, which can ensure single point contact / sole responsibility of the bidder(s) towards project execution. The successful bidder (s) will have to give security deposit in the form of Performance Bank Guarantee.

6. Post Qualification

The determination will evaluate the Bidder’s financial, technical, design, integration, customization, production, management and support capabilities and will be based on an examination of the documentary evidence of the Bidder’s qualification, as well as other information WTL deems necessary and appropriate. This determination may include visits or interviews with the Bidder’s client’s reference in its bid, site inspection, and any other measures. At the time of post-qualification, Department of Par& e-Governance may also carry out tests to determine that the performance or functionality of the Information System offered meets those stated in the detailed Technical Specification.